

Job Description

Position Title

Administrative Manager for President's Office Operations and Events

Position Summary

Reporting to the Chief of Staff with a dotted line to the Sr. Advisor for External Relations and Secretary of the College, the Administrative Manager for President's Office Operations and Events is responsible for the administrative functioning of the President's office and the coordination and execution of College and President's Office-sponsored events for students, faculty, and staff. The Administrative Manager for President's Office Operations and Events serves as the liaison from the President's Office for the planning and execution of major campus events, including Convocation and Commencement. Manages the day-to-day administrative needs of the office, including some scheduling support for the Chief of Staff and the Sr. Advisor for External Relations and Secretary of the College.

Responsibilities

President's Office Administration – 40%

Manages the day-to-day needs of the office in collaboration with the President's Executive Assistant and the Chief of Staff. Provides scheduling support for complex meetings related to the work of the President's office. Manage President's Office budgets, tracking expenditures and submitting payments. Assist the Chief of Staff in monthly budget reconciliation, run monthly budget reports, maintain expense spreadsheet and reconcile on a monthly basis. Manage funding requests and respond to constituents. Process invoices, reconciles credit card statements and works with EA on maintaining supply inventory, ordering when necessary, and conference rooms, copier and pantry. Manage the scheduling of all President's office conference room and shared office spaces. Take on special projects as assigned by the President or Senior Advisor for Operational and Administrative Strategic Initiatives, related to the President's and President's office goals and initiatives. Provide back up to the President's EA to manage phones, greet guests and manage daily schedule. Assists with preparations and day-of execution of Board Meeting, in collaboration with entire President's Office staff.

Events Management – 40%

Coordinate and manage major College events for students, faculty and staff by overseeing the calendar of events sponsored or organized by the President's Office and

